

**ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY
STATE ASSURANCE FUND**

Clarification Regarding Preparing Worksheets using 2003 Cost Ceilings

As noted in the 2003 Cost Ceilings, many of the Cost Ceiling Item Numbers do not have related dollar amounts, but instead are required to be claimed using “time and material” detail. However, the Cost Ceiling Item Number has been retained for tracking purposes. ADEQ would like to be able to use information from the worksheets for gathering historic cost information regarding the various tasks and Cost Ceiling Item Numbers.

Including the following information on the worksheet will allow ADEQ to track the costs claimed under the 2003 Cost Ceilings:

1. Include all line items for a particular task or activity on the same SAF application,
2. Group all time and material cost increments for a particular task or activity together on the Claimed Summary Worksheet,
3. The associated Cost Ceiling Item Number for task-related costs claimed as “Time and Material” **should not** be placed in “Column V” of the Claimed Summary Worksheet. Instead, the applicable **personnel or equipment** Cost Ceiling Item Number should be claimed on the corresponding line items (this allows us to evaluate incremental items with cost ceilings under the appropriate cost ceiling),
4. The associated Cost Ceiling Item Number for the time and material cost be referenced on the Claimed Summary Worksheet in Column XIV or by using “headers” before each new task or activity.
5. The total cost for the task or activity, along with the applicable number of well samples, events, days, etc. should also be referenced, and

Two example Claimed Summary Worksheets are attached to document the clarification and presentation that that would assist ADEQ in the tracking and historical cost information associated with the tasks under the 2003 Cost Ceilings.